

St. Robert School Advisory Board Meeting Minutes
 January 13, 2016, 2015, 6:00 p.m.
 Room 207

Members Attending: Lauren Beckmann, John Dunn, Tom Dean, Fr. Dennis Dirkx, Sara Coffou, Christopher Adams, Marcia Velde, Kelly Schmidt, Lisa Sweeney, Tony Erba, Mariann Willing, Kristen Reynolds, Soley Somma and Margy Cain

Members Absent: Lisa Lesjak

Guests Attending: None

The meeting commenced at 6:05 p.m. with a prayer.

Agenda Item	Key Discussion Points	Decision(s) Reached (if applicable)	Next Steps and Person(s) Accountable
Welcome and Introductions	N/A	N/A	N/A
Guest Comments	N/A	N/A	N/A
Parish/Pastor Report	<ul style="list-style-type: none"> • A joint Holy Family/St. Robert women’s retreat will be held at Holy Family on Saturday, February 6th from 8:00 a.m. - 9:00 p.m. All are welcome to attend • Lent begins on Wednesday, February 10th. Small prayer groups will start up again. All are encouraged to attend • The Teaching Mass presentation by Roc O’Connor, S.J. has been rescheduled to Sunday, February 28th at 3:00 p.m. at Holy Family. The originally scheduled presentation conflicted with the 	N/A	N/A

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	<p>Packers playoff game on January 10th. Requests were made to reschedule</p> <ul style="list-style-type: none"> An all Archdiocese priest meeting is scheduled for March 8th to discuss the shortage of priests. There are more positions than priests. They are not sure what they are going to do five years from now. The outcomes of this meeting could impact the timing of Fr. Peter Patrick's departure from St. Robert 		
<p>Review of Dress Code Policy Changes Proposed by Policy Committee and Initial Discussion of Potential Dress Code for Kindergarten</p>	<ul style="list-style-type: none"> Prior to our meeting, the board was given a list of suggested changes/additions to the "Proposed Dress Policy" for our review from an ad hoc committee formed by our Policy Chair, Kristen Reynolds Suggestions were given for the girls Uniform Jumpers and Uniform Skorts/Skirts Policies and the Non-Uniform Days Policy The board took some time to discuss the proposed changes Inquiries have been made about creating a dress code for the kindergarten students. It was noted that such a policy could help address competition over fashion, which is occurring within 	<ul style="list-style-type: none"> At this time we will focus on the Non-Uniform Days policy and re-visit other changes to the Uniform policy at a later date We will need to publish revisions for parents to review before finalizing Two SAB meetings will be required to review changes before approval and posting 	<ul style="list-style-type: none"> Lauren will gather information regarding a possible dress code for the kindergarten students and will bring it back to the SAB for discussion Lauren will verify with Catholic Mutual the guidelines for sandals and other open-toed shoes Kristen Reynolds will make the necessary changes to the Non-Uniform Days policy per our discussion and it will be circulated for review to the SAB members

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	this age group		
Visiting Room 210 to View Relamped LED Lighting	<ul style="list-style-type: none"> • Since our last meeting, Mrs. Yannett’s classroom has been relamped with the proposed LED lighting. The board took a couple of minutes to visit her classroom • The lighting is much brighter compared to Mrs. Ebel’s classroom (yellow undertone) • Light replacement – looking to relamp the 1st and 2nd floors and refixturing the basement. Will be obtaining three quotes 	<ul style="list-style-type: none"> • The SAB is supportive of new LED lighting for the school if it is within our financial means to do so 	<ul style="list-style-type: none"> • Building & Grounds is obtaining three quotes for the replacement of the lights
School Society Fund Update	<ul style="list-style-type: none"> • Parish Stewardship – think we are at or ahead of our goal. In December we received two gifts of \$15,000 each (Note: after the meeting it was learned that notwithstanding the two gifts, the parish is running behind budget in parish stewardship) • School is basically at budget • School Society has authorized funding for this year. Currently contemplated projects that could benefit from such funds include – school lighting; gym floor; carpeting and windows of some classrooms • Other areas we want to focus on- <ul style="list-style-type: none"> ➤ Enhancing comp for teachers where appropriate 	<ul style="list-style-type: none"> • We will have in our talking points to discuss orally at Open House with prospective families some of the planned capital investments this year 	<ul style="list-style-type: none"> • Christopher Adams will meet with Peter Sorce to discuss carpet vendors and quotes. Will obtain three quotes

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	<ul style="list-style-type: none"> ➤ Investing in curriculum and technology (H&S is investing about \$50,000 for this year) ➤ Retain enrollment – working hard to avoid a tuition increase or not by much • Suggestion was made to put something in writing and add to the bullet points for Open House – this is the money we have to put into technology and improvements; improvements pending approval 		
<p>Principal's Report</p> <ul style="list-style-type: none"> • Launch of Registration Process • Exemplary Recognition Application • Catholic Schools Week Update 	<ul style="list-style-type: none"> • Registration Process: <ul style="list-style-type: none"> ➤ As of today 64 students have re-enrolled (39 families) ➤ One parent has requested to enroll their child into a ½ day 5K program. We have not decided if we will offer this program. The board offered some suggestions for parents who inquire about a ½ day 5K program • Exemplary Recognition Application: <ul style="list-style-type: none"> ➤ Information about the Exemplary Recognition Program may be found in the December, 2015 SAB meeting minutes ➤ We are currently preparing 	<ul style="list-style-type: none"> • The board approved adding lounge wear to the pajama attire • To receive an Out of Uniform Pass during Open House on Sunday, January 31st, students will be required to attend the 8:30 a.m. Mass and must wear their uniform 	<ul style="list-style-type: none"> • Lauren will discuss the possibility of offering a ½ day 5K program with the kindergarten faculty • Lauren will contact the family who inquired about a ½ day 5K program and discuss the board's recommendations • Lauren will contact Atwater School to see if they offer a ½ day 5K program

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	<p>both the Technology Integration and Academic Excellence applications, but will evaluate which to file</p> <ul style="list-style-type: none"> ➤ Lauren discussed the Academic Excellence application with the Faculty Leadership Team during their meeting today ➤ We are 1/3 of the way through the process. This has been a good process to go through. Doing the work now will help us with our accreditation process in the near future <ul style="list-style-type: none"> • Catholic Schools Week: <ul style="list-style-type: none"> ➤ Student Leadership has put together some fun activities and two outreach projects ➤ Penny power fundraiser – money raised will benefit the Sinsinawa Dominican Sisters ➤ Pajama day is back – well thought-out definition from Student Leadership (donate something to get to wear pajamas). Appropriate pajama attire concerns were addressed by the board. It was suggested that the Middle School Leadership Council send a note out to their peers 		

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	<p>and cc parents – we have worked hard on this; please be mindful of appropriate pajama attire</p> <ul style="list-style-type: none"> ➤ Out of Uniform Pass during Open House – the board discussed the distribution of the pass in previous years (students received an Out of Uniform Pass if they attended the 8:30 a.m. Mass or the School Open House) and what should be done this year 		
<p>Proposed Questions for January Parent Pulse Survey</p>	<ul style="list-style-type: none"> • The last time we sent out the Parent Survey was May 14, 2014 • Less than 30% of our parents have responded to the survey in the past • The surveys have been rather lengthy; idea is to shorten the survey to a 7-8 question, category specific pulse questionnaire (each category as its own questionnaire, sending each out throughout the year) • Current questionnaire categories: Environment and Culture, Curriculum and Instruction, Leadership, Home and School Relations (change this to School and Family Relations), School Communications and 	<ul style="list-style-type: none"> • We will start our first pulse questionnaire with our Values and Vision: Excellence and tie it into the category: Curriculum and Instruction 	<ul style="list-style-type: none"> • John Dunn and Lisa Sweeney will work on putting together a communication to parents explaining what we are doing with year’s Parent Survey • Kelly Schmidt will map out the Parent Survey questions and submit to the SAB by next week Tuesday for our review and input

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	<p>Current Topics</p> <ul style="list-style-type: none"> • Change the questionnaire to reflect our school's Values and Vision: Excellence, Innovation, Holiness, Leadership, Diversity and Community. Use each of these as a header for each questionnaire and tie it into one of the categories we have used • We need to communicate to parents what we are doing with the Survey 		
<p>Key Committee Information Committee Chairs</p> <ul style="list-style-type: none"> • Committee Written Monthly Summaries • Any Key Matters for SAB Input 	<ul style="list-style-type: none"> • Committee Written Monthly Summaries - attached at the end of these minutes and distributed to all board members prior to the meeting • Any Key Matters for SAB Input - no comments 	N/A	N/A
Adjournment	<ul style="list-style-type: none"> • Next meeting will be February 9, 2016 at 6:00 p.m. 	N/A	N/A

The meeting adjourned at 8: 35 p.m.

Minutes respectfully submitted by Mariann Willing, School Advisory Board Secretary.

January 2016 Monthly Summary of SAB Committee Activities

Development Committee

- Halfway into the fiscal year, the Annual Fund is just past the halfway mark to its \$200,000 goal.
- The Annual Report has been a big boost to development: it continues to garner lots of compliments, as well as new donations to the Annual Fund. So far, the donations exceed \$7,000 with more coming in every day. Lisa can track the source of donations to the Annual Report by the envelopes used.
- One oversight in the Annual Report was to credit/thank the team that contributed to its production. Lisa will be putting thanks in Family Matters.
- Development has entered "Quiet Time" with respect to Current Parents, because of Emerald Auction. Efforts from now until March will focus on Alumni Development - and the committee is hard at work on an Alumni Parent Potluck in February, an Alumni Newsletter and a Centennial Mailing to Alumni, Alumni Parents and Friends of the School.

Education and Formation Committee

- Organizing the next Coffee with the Principal for Tuesday, January 19th. The subject is the Next Generation Science Standards, which is responsive to feedback from the State of the School Meeting.
- Going over past parent survey questions and picking topic for a new, 10 question quick pulse survey to be sent to parents at end of January. Questions will be discussed at January SAB meeting. Lisa Lesjak will be in charge of formatting the survey and providing the results to the SAB for consideration.

Environment Committee

- Relamping of lighting in room 210 to LEDs completed.
- SAB members will view lighting during January SAB meeting.

Home & School

- This year's Auction Committee has confirmed that the "stop the auction" event this year can be focused on raising funds to replace the gym floor. They will target raising \$25,000 for this purpose at the auction.
- There is still a need for some auction volunteers in key duties such as the data management team. Sara Coffou is working with this year's chair to recruit team members.
- H&S has discussed a new Archdiocese policy which may impact our volunteer requirements. The policy states that schools cannot have a volunteer buyout option for those parents who don't/can't volunteer. From the H&S perspective, we will address this for budget impact as well possible impact on recruiting parents to volunteer. We feel that volunteering is vital to our school and parish culture.

Marketing & Recruitment Committee

- 2016 Open House Sunday, January 31 Key Deliverables:

- Poster targeted for printing week of Jan 11 followed by distribution
- Postcard targeted for printing week of Jan 11 followed by direct mailing to:
 - Parish families with school age children (include letter from principal)
 - Prospective families in database
 - Day cares/pre-schools
- New for this year, the postcard will be a direct mail piece to current school families accompanied by a letter from Lisa Sweeney focused on the importance of the Open House and a stronger focus on family referrals
- Open House folders on target
- Local and social media promotions in process to advertise Open House/Pancake Breakfast/8:30 am Mass (Communications Intern project)
- Life Smart yard signs accompanied by 40 new Open House yard signs week of Jan 17
- Exterior feather banners produced for increased visibility on Capitol Drive approved for posting by the Village several days prior to Open House.
- Planned communication about Open House to four city parishes targeted by our Catholic Urban Scholars initiative
- Post Event Follow-up pending completion in January

Technology Committee

- We're hosting the first 'Google Apps' Parent “Playdate” event on January 28th at 6:30 p.m. The goal is to give parents a hands-on learning experience and expose them to the Google Apps that the 5th - 8th grade students are using.
- During our last meeting we decided to also submit a Technology Integration entry for the Archdiocese of Milwaukee's Exemplary Recognition Program.
- We also would like to launch as a beta this year the concept of a 'publication station'. This project would showcase the work that's already happening in the classroom but in a digital version (i.e. an e-book, a video, etc.). We would do this with just a small group of classes.
- We are working on our Technology Plan template. Next year is our 'self-study' year for our accreditation and we'd like to have our templates and initial information filled in this year.